

**MINUTES OF MEETING
CORDOVA PALMS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Cordova Palms Community Development District was held on Wednesday, **August 13, 2025**, at 11:00 a.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Present and constituting a quorum were:

Don Gullion	Chairman
Daniel Zaremba	Vice Chairman
Jacquelyn Heflin	Supervisor
Alex Pinto	Supervisor

Also present were:

Matt Biagetti	District Manager, GMS
Wes Haber	District Counsel, Kutak Rock
Taylor Harvey	Amenity Manager, GMS
Jeff Johnson	Operations Manager, GMS
Alison Mossing	GMS
Rich Gray	GMS

The following is a summary of the discussions and actions taken at the August 13, 2025, regular meeting of the Board of Supervisors of the Cordova Palms Community Development District.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Biagetti called the meeting to order at 11:15 a.m.

SECOND ORDER OF BUSINESS

Public Comment

Claudia Costello commented that the amount of money being allotted for the amenity center management is a lot and it needs to be made clear what their duties are.

Justo Cardenas commented that he has asked multiple times for the lake bank to be mowed down to the water line.

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Patrick Gallagher commented that the landscape contractor does not do a good job. He asked if the Board goes through a bidding process to get bids from other contractors. Mr. Gray responded that the landscape contractor was just replaced in the last month. He asked for patience during the transition period.

Next, Mr. Gallagher asked if the palm tree that was replaced with a mismatched tree will be replaced as it throws off the aesthetics. Mr. Gray responded that the palm tree that was installed is how it was intended to be designed.

Next, Mr. Gallagher asked if the person responsible for hitting a palm tree will be responsible for the cost of replacing the tree, or the CDD has to cover it. Mr. Gray responded that there was no way to identify the person responsible as there were no security cameras at the time of the accident.

A resident asked who he can contact to complain of street parking issues. Ms. Heflin responded that he should contact the county as they are public streets.

Bob Costello asked when the final asphalt lift will be applied. Ms. Heflin responded that she believes the county's requirement is to wait two years after construction is finished to ensure there would be no more issues.

Patrick Gallagher asked how the CDD can prevent non-residents from using the dog park. Ms. Mossing responded that electrical lines would have to be run under the road to add access control to the gate. Another option would be to replace the gate with one that has a keypad, however the Board has not chosen to move forward with either of those options as of yet.

Jeff Blumberger suggested purchasing tags for homeowners with dogs to carry to identify themselves as a resident when they use the dog park. Next, he asked if the AMH renters have access to the amenities. Ms. Heflin responded that AMH bought into the amenities, so the renters do have access.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Chad Sigmon

On MOTION by Mr. Gullion, seconded by Mr. Zarembo, with all in favor, Chad Sigmon's resignation was accepted.

B. Consideration of Appointing a New Supervisor to Fill the Vacancy (11/2026)

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On MOTION by Mr. Zaremba, seconded by Ms. Heflin, with all in favor, appointing Alex Pinto to fill the vacant seat was approved.

C. Oath of Office for Newly Appointed Supervisor

Mr. Biagetti, being a notary public for the State of Florida, administered an oath of office to Mr. Pinto.

Mr. Haber provided an overview of the Public Records Law and Sunshine Law.

D. Consideration of Resolution 2025-09, Designating Officers

Mr. Biagetti noted a new Chairman would need to be designated.

Mr. Gullion offered to serve as the Chairman.

Mr. Zaremba offered to serve as the Vice Chairman.

On MOTION by Ms. Heflin, seconded by Mr. Zaremba, with all in favor, Resolution 2025-09, designating Mr. Gullion as Chairman, Mr. Zaremba as Vice Chairman, and Mr. Pinto as Assistant Secretary with the remaining slate of officers to stay the same, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the July 9, 2025 Meeting

A copy of the minutes from the July 9, 2025 meeting was included in the agenda package for the Board's review.

On MOTION by Ms. Heflin, seconded by Mr. Gullion, with all in favor, the Minutes of the July 9, 2025 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting the Fiscal Year 2026 Budget

Mr. Biagetti provided an overview of the line items requiring an increase, and line items being added for fiscal year 2026.

On MOTION by Mr. Gullion, seconded by Mr. Zaremba, with all in favor, the public hearing was opened.

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A resident commented that the pickleball courts and the pool water are not consistently clean.

A resident suggested keeping tools on the pickleball court that residents can use to clear the courts prior to playing. Next, resident also commented that it looks like a splash park was originally included in the design plans for the community as it was included in brochures created by Dream Finders. Lastly, the resident commented that there appears to be a lot of dead trees in the preserve. Mr. Johnson stated that 34 trees are scheduled to be knocked down on September 1st.

A resident asked if he could review the landscaping proposals. Mr. Biagetti responded that GMS could provide the proposals.

A resident commented on a bump in the road at the entrance and asked if it could be leveled off somehow. Mr. Gray responded that he's already looked at it, and it cannot be patched, they would have to grind it down. Mr. Gullion stated that he would have to look into it as the final asphalt life has not yet been done.

A resident asked If the City of St. Augustine provides the water and sewer service because the costs are high. Ms. Heflin responded that because the community is outside the service area for the St. Johns River Water Management District, there is an added surcharge for Cordova Palms. The resident then asked if he could challenge the city on that surcharge. Ms. Heflin responded that she assumes residents could challenge it, but they would have to take that up with the water management district.

A resident asked if a well could be installed. Ms. Heflin responded that it will depend on if the HOA permits well installs.

On MOTION by Mr. Gullion, seconded by Ms. Heflin, with all in favor, the public hearing was closed.

A. Consideration of Resolution 2025-07, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2026

Mr. Haber stated that this resolution adopts the budget in its final form.

On MOTION by Ms. Heflin, seconded by Mr. Gullion, with all in favor, Resolution 2025-07, relating to annual appropriations and adopting the budget for fiscal year 2026 was approved.

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B. Consideration of Resolution 2025-08, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2026

Mr. Haber stated that this resolution levies the assessments to all properties within the CDD and directs the District Manager to send the assessment roll to St. Johns County.

On MOTION by Mr. Gullion, seconded by Ms. Heflin, with all in favor, Resolution 2025-08, imposing special assessments and certifying an assessment roll was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Landscape Report

Mr. Johnson reported that mulching and the main line projects would be completed on August 15th.

B. District Counsel

There being nothing to report, the next item followed.

C. District Engineer

There being nothing to report, the next item followed.

D. District Manager

1. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2026

Mr. Biagetti presented a proposed meeting schedule for fiscal year 2026 including meetings on the second Wednesday of each month at 10:00 a.m. at the offices of GMS.

Mr. Gullion stated that Wednesdays are difficult for him. Mr. Haber stated that the schedule can be adjusted later if needed.

On MOTION by Mr. Gullion, seconded by Mr. Zaremba, with all in favor, the fiscal year 2026 meeting schedule was approved as presented.

2. Discussion of Goals & Objectives

Mr. Biagetti presented the list of proposed goals and objectives for fiscal year 2026.

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On MOTION by Ms. Heflin, seconded by Mr. Zaremba, with all in favor, the goals and objectives for fiscal year 2026 were approved as presented.

E. Operations Manager – Report

Mr. Johnson reported that there is a section of dead grass on the left-hand side of Cordova Palms Parkway near the dog park that Yellowstone believes is beyond repair and should be replaced. He also stated that he will be bringing proposals for holiday lighting to the Board for consideration at a future meeting.

F. Amenity Manager

Ms. Harvey gave an overview of the recent events that have taken place and upcoming events. Next, Ms. Harvey relayed a request from a resident to host a vendor market with local vendors. There were no objections from the Board on allowing the vendor market.

SEVENTH ORDER OF BUSINESS**Financial Reports****A. Financial Statements as of June 30, 2025**

Copies of the financial statements were included in the agenda package for the Board's review.

B. Check Register

A copy of the check register totaling \$28,764.28 was included in the agenda package for the Board's review.

On MOTION by Mr. Gullion, seconded by Mr. Zaremba, with all in favor, the Check Register was approved.

EIGHTH ORDER OF BUSINESS**Supervisor Requests and Audience Comments**

A resident asked how often bids are requested.

Mr. Gullion responded that it's based on how the current vendor is performing. Mr. Haber added that some contracts have set terms and landscape maintenance is one of them. As those terms expire, the District can re-enter a contract if it is below monetary thresholds. If it is above the monetary thresholds, the District is required to go out for bid. Management and professional

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contracts are continuing contracts and the District has the ability to terminate at any time with notice.

A resident asked if there are any plans to build new amenities. Mr. Haber responded that the amenities are complete for the entire neighborhood. Next, the resident asked about the possibility of holding evening meetings. Mr. Haber responded that more often than not, meetings are held during the day as boards have found night meetings do not draw higher crowds.

A resident asked how residents can serve on the Board. Mr. Haber responded that the statutes provide for special districts to begin going through the general election process once it is six years old and at least 250 registered voters reside in the District. An interested candidate would need to qualify through the St. Johns County Supervisor of Elections. Mr. Haber noted the first year in which a resident can qualify to run for the board is 2028.

A resident suggested installing security cameras to be able to identify anyone causing damage to the facilities.

A resident asked if the school bus stop could be changed to the amenity center for safety reasons. Ms. Heflin recommended the resident contact the school board as the CDD does not have a say in the bus stop locations.

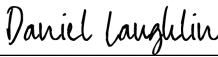
NINTH ORDER OF BUSINESS

Next Scheduled Meeting – September 10, 2025, at 11:00 a.m. at the Offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida


TENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Gullion, seconded by Ms. Heflin with all in favor the meeting was adjourned
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Signed by:


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Secretary/Assistant Secretary

Signed by:


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Chairman/Vice Chairman